

# BALTIMORE COUNTY

## DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT

### Record Plat Processing

The Department of Permits and Development Management (PDM) is responsible for the processing and recording of record plats. In an effort to assist property owners, developers and consultants in preparing plats, the office offers the following information and guidelines:

#### New Subdivision Record Plats

Checkprint Submittal - Prior to submitting an original Mylar plat for county signatures, the applicant must submit 13 checkprints of the record plat for county review. Submittals shall be made to PDM, room 123, Baltimore County Office Building. PDM will distribute the checkprints to the appropriate county agencies for review and comments. County agency comments will be returned to the submitting engineer in approximately 15 days.

Final Submittal – Once county agency comments from the checkprint review process are addressed, the applicant may submit the original Mylar record plat and two prints for county approval. Also, return the county agency comments along with your final submittal. Please be advised that in addition to pertinent county agency approvals PDM cannot approve or record the plat until the following are in place:

- \_\_\_\_\_ The plat must show the correct tax account numbers of the existing lots, parcels and any other property that is part of the subdivision. It is important that these be shown correctly at the checkprint phase.
- \_\_\_\_\_ The plat must be titled in the same name in which the subdivision was processed through the county.
- \_\_\_\_\_ The plat must bear the original signatures of the property owners of the existing lots or parcels that are part of the subdivision.
- \_\_\_\_\_ A public works agreement (PWA), if required, must be executed.
- \_\_\_\_\_ The names of the property owners shown on the PWA must exactly match the names of the property owners shown on the plat.
- \_\_\_\_\_ Evidence from the Office of Budget and Finance that property taxes are paid in full for the current tax year.
- \_\_\_\_\_ Receipt from the Office of Budget and Finance for payment of any benefit assessments or construction loan charges that are due.
- \_\_\_\_\_ If the plat includes property owned by separate entities or individuals and results in a change in property lines, a deed is required to correct the title lines of the property to match the plat. A draft of this deed must accompany the submission of the Mylar plat.
- \_\_\_\_\_ Recording fees delivered to PDM (two separate checks in the amounts of \$10 and \$15 made payable to the CLERK OF THE COURT).

Amendments to Previously Recorded Plats

Unless it is an extensive resubdivision or amendment to an existing plat, amendments may be processed without first submitting checkprints of the plat. Please include two prints along with the Mylar record plat for processing. In addition to county agency approvals of the plat, the following is required.

- \_\_\_\_\_ Include the prior plat name and recording reference on the amended plat.
- \_\_\_\_\_ Include a "Reason for Amendment" or "Purpose of Amendment" note on the plat describing the nature of the amendment or resubdivision including specific changes to lot lines etc.

If you have any questions regarding the processing of plats please contact this office at 410-887-3335.